

**CITY OF SANTA FE**

**"REQUEST FOR PROPOSALS"**

**ALTERNATIVE WASTE DISPOSAL METHODS**

**RFP #‘16/17/P**

**PROPOSAL DUE:**

**Monday, November 18, 2015**

**2:00 P.M.**

**PURCHASING OFFICE**

**CITY OF SANTA FE**

**2651 SIRINGO ROAD**

**BUILDING "H" SANTA FE,**

**NEW MEXICO 87505**

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### Attachments:

1. Instructions Relating to Local Preference Certification Form
2. Local Preference Certification Form
3. Resident Veterans Preference Form
4. Minimum Wage Ordinance

## REQUEST FOR PROPOSALS

### PROPOSAL NUMBER '16/17/P

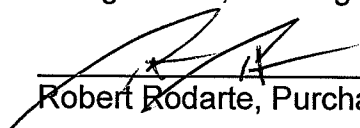
Proposals will be received by the City of Santa Fe and shall be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road Building "H" Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, Wednesday, November 18, 2015.** Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

#### ALTERNATIVE WASTE DISPOSAL METHODS

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building "H" Santa Fe, New Mexico, 87505, (505) 955-5711.

  
Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: 10/15/15  
To be published on: 10/20/15

Received by the Albuquerque Journal Newspaper on: 10/15/15  
To be published on: 10/20/15

## **PROPOSAL SCHEDULE**

### **RFP # '16/17/P**

- |    |   |   |
|----|---|---|
| 1. | Advertisement   | Tuesday, October 20, 2015   |
| 2. | Issuance of RFP'S:  | Tuesday, October 20, 2015   |
| 3. | Receipt of proposals:                                     | November 18, 2015 at 2:00 p.m.<br>local prevailing time.<br>Purchasing Office 2651<br>Siringo Road Bldg., "H"<br>Santa Fe, New Mexico<br>87505 (505) 955-5711 |
| 4. | Evaluation of proposals:                                  | November 25, 2015   |
| 5. | Interviews:   | December 9, 2015  |
| 6. | Recommendation of award<br>to Public Utilities Committee: | January 6, 2016   |
| 7. | Recommendation of award<br>to Finance Committee:          | January 25, 2016  |
| 8. | Recommendation of award<br>to City Council:               | February 3, 2016  |

**DATES OF CONSIDERATION BY FINANCE COMMITTEE AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.**

## **INFORMATION FOR PROPONENTS**

### **1. RECEIPT OF PROPOSALS**

The City of Santa Fe (herein called "City"), invites firms to submit two copies of the proposal. Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time, Wednesday, November 18, 2015.

The packets shall be submitted and addressed to the Purchasing Office, at 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m. The outside of the envelope should clearly indicate the following information:

Proposal number: '16/17/P  
Title of the proposal: ALTERNATIVE WASTE DISPOSAL METHODS

Name and address of the proponent:

Any proposal received after the time and date specified shall not be considered. No proposing firm may withdraw a proposal within 60 days after the actual date of the opening thereof.

### **2. PREPARATION OF PROPOSAL**

Vendors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the city.

### **3. ADDENDA AND INTERPRETATIONS**

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretation should be in writing addressed to, Purchasing Officer, 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico, 87505 and to be given consideration must be received at least (5) days prior to the date set for the receiving of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

#### **4. LAWS AND REGULATIONS**

The proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.

#### **5. METHOD OF AWARD**

The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection committee may interview the top three rated proponents; however, contracts may be awarded without such interviews. At its discretion the city reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of firms interviewed.

#### **6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)**

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

#### **7. RESIDENT, LOCAL OR VETERANS PREFERENCE**

##### **INTENT AND POLICY**

The city recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The city also has adopted a policy to include a local preference to

those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

With acknowledgment of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) -1-21 (F) and 13-4-2 (C) NMSA 1978).

To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.

For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico Taxation and Revenue Department.

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the state Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.

#### NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 5% of the lowest bid are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A)(1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the city Purchasing Director may seek additional information of proof to verify that the business is a valid New Mexico business. If it is determined by the city Purchasing Director that the information is not factual and the low responsive bid is actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

## APPLICATION FOR LOCAL PREFERENCE

For the purposes of this section, the terms resident business and resident manufacturer shall be defined as set out in Section 13-1-21 NMSA 1978; the term local as applied to a business or manufacturer shall mean:

Principal Office and location must be stated: To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident and .90 for local. The preference for proposals shall be 1.10 for local.

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a "resident veteran business". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue and the sworn affidavit attached hereto as Appendix E.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

The local preference or resident business preference is not cumulative with the resident veteran business preference.

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposal are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Qualifications for Local Preference. The Central Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information

certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

Limitation. No offeror shall receive more than a 10% for local preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

Exception. The City Council at their discretion can approve waiving the Local Preference requirements for specific projects or on a case by case basis if it is the City's best interest to do so.

## **8. PROTESTS AND RESOLUTIONS PROCEDURES**

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

## **SPECIAL CONDITIONS**

### **1. GENERAL**

When the City's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

### **2. ASSIGNMENT**

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

### **3. VARIATION IN SCOPE OF WORK**

No increase in the scope of work of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

### **4. DISCOUNTS**

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

### **5. TAXES**

The price shall include all taxes applicable. The city is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

### **6. INVOICING**

(A) The vendor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

(B) Invoice must be submitted to ACCOUNTS PAYABLE and NOT THE CITY PURCHASING AGENT.

### **7. METHOD OF PAYMENT**

Every effort will be made to process payments within 30 days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

### **8. DEFAULT**

The City reserves the right to cancel all or any part of this order without cost to the City if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the Vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

**9. NON-DISCRIMINATION**

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

**10. NON-COLLUSION**

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

**ALTERNATIVE WASTE DISPOSAL METHODS**  
**'16/17/P**  
**SCOPE OF SERVICES**

**OVERVIEW, BACKGROUND, AND PROPOSAL INFORMATION**

This Request for Proposals (RFP) is in response to the direction of the Governing Body of the City of Santa Fe, Resolution Number 2015 – 36

The City of Santa Fe is soliciting proposals for proven concepts for the disposal, and/or recycling/diversion of solid waste. It is the goal of this proposal to help develop a local and sustainable economy based on managing the City's trash as a resource.

**DEFINITIONS AND TERMS**

**SCOPE OF SERVICES**

The items in this scope of services are not intended to be all-inclusive or to be interpreted as the final scope of services. The subject items are intended as a guideline for Offerors and to provide a general format for their responses. The final scope of services will be based on the Offeror's proposal and established during contract negotiations with the selected Offeror.

**1. INTRODUCTION AND BACKGROUND**

Collection of Solid Waste and Recyclables

Pursuant to Santa Fe City Code, Chapter XXI, the City of Santa Fe (City) and its duly authorized agents or employees have the exclusive right within the service area to collect or gather solid waste, with the exception of nonresidential recyclables, dead animals, construction and demolition debris, hazardous wastes and other such materials which the city is prohibited by law from collecting or disposing. No person or organization may sell within the service area any services for the systematic and routine collection, transportation or disposal of garbage, trash or refuse except for nonresidential recyclables, dead animals, construction and demolition debris, hazardous wastes and other such materials which the city is prohibited by law from collecting or disposing.

The City and its duly authorized agents have the exclusive right to collect or gather residential curbside recyclables.

The City promotes waste reduction and diversion to the maximum extent possible. It implements diversion practices where feasible including but not limited to the collection of recyclable materials from residential and nonresidential sources and safe disposal of household waste which could include hazardous waste.

All solid waste and regulated recyclables generated within the defined service area are collected by the Environmental Services Division (Division) of the City of Santa Fe. For the purpose of defraying all expenses of collection, diversion, transport and disposal of refuse, the solid waste enterprise fund is

established. The governing body shall establish and periodically amend service rates and charges which recover the full costs for each class of service rendered. The revenue received from these rates shall be credited to the solid waste enterprise fund. Money from this fund shall pay all direct, indirect and bond service expenses of the solid waste management operation.

#### Recycling, Diversion and Waste Disposal

All recyclables and solid waste are currently transported to the Santa Fe Solid Waste Management Agency (Agency) for processing or disposal in a State-permitted facility. All recyclables delivered to the Buckman Road Recycling and Transfer Station (BuRRT) are transferred to Freidman Recycling for processing and all non-recyclable waste is landfilled at the Caja Del Rio Landfill.

The Agency was created by a Joint Powers Agreement (Agreement) between the City of Santa Fe and Santa Fe County to address the best interests of the citizens of the City and County in the disposal of its solid waste. Through the fully executed Joint Powers Agreement, the City and the County establish the Santa Fe solid Waste Management Agency and delegate to the Agency the power to plan for, operate, construct, maintain, repair, replace, expand, or close the Facility subject to the terms of the agreement.

Pursuant to the Agreement, the Agency has all operational authority with the provision that the Facility shall not be expanded or closed, and no actions with respect to the expansion or closure of the Facility may be taken without the prior approval of both the City and the County.

Pursuant to the Agreement, the City and the County maintain fiduciary responsibilities with respect to the operation of the Facility and the Agency. The fiduciary obligation of each party will remain in place, unless otherwise publicly agreed upon by the parties, for the obligations incurred by the Agency and with respect to the Facility through the date of termination.

## 2. OBJECTIVES

- A. Offerors will present a financially viable and environmentally protective means for the City to manage its solid waste as a resource to be fully utilized as such, and to be an alternative to final disposal of solid waste in a landfill. Only proven, comprehensive, and complete technologies will be considered.
- B. Simplify, maintain, expand and/or enhance the City's current recycling and diversion programs.
- C. Costs to the City and/or the Agency must be at a cost that is lower than or equal to the City's current pricing for recycling, diversion and/or disposal of solid waste.
- D. Process must be economically and environmentally sustainable.
- E. Offeror must provide for a long term education and outreach program that will support best practices and behavioral change.

F. ADDITIONAL REQUIREMENTS:

1. Offeror shall adhere to the New Mexico Environment Department, New Mexico Solid Waste Rules Title 20 Chapter 9 with emphasis on 20.9.3.12 in developing their proposed process. Proof of compliance shall be submitted with Offeror's proposal.
2. Process must identify means of waste delivery to proposed processing facility.
3. Offeror must describe in detail all equipment, land, building requirements and specifications to include costs associated with each and identify responsible party for securing stated equipment/land/buildings, as well as all associated operations of such.
4. Process must demonstrate and identify/describe all end uses for all materials and/or by-products generated and such end uses must be within acceptable environmentally regulatory requirements, must not negatively impact the global environment, and must be for beneficial use.
5. End use of materials must be economically sustainable.
6. Process should also demonstrate an ability to be applied to waste excavated from closed landfills. Offeror must provide operational and cost requirements for (list is provided but not limited to):
  - a. All required federal, state, and local permits
  - b. Excavation of landfill sites
  - c. Transport of stated waste to processing facility.
  - d. All safety and contingency operational plans
  - e. City responsibilities/obligations (Operational, Financial, Regulatory)
  - f. Offeror responsibilities/obligations

**ALTERNATIVE WASTE DISPOSAL METHODS**  
**'16/17/P**  
**SUBMITTAL REQUIREMENT**

**I. SUBMITTAL DOCUMENTS**

All interested proponents must be able to provide the products and services identified within the scope of work. Any associated costs must be identified by the proponent and will be taken into consideration upon evaluation of the proposals received.

**II. FEE PROPOSAL**

A fee proposal shall be submitted based upon the cost per ton in the following ranges:

| Material to be provided on an annual basis | Cost of disposal |
|--|------------------|
| 10,000 to 25,000 tons                      | _____            |
| 25,001 to 50,000 tons                      | _____            |
| 50,001 tons and greater                    | _____            |

Provide all other fees as part of the proposal. The detailed fee proposal will in part be the basis for selection.

The final fee and the scope of work of the top ranked consultant will be negotiated after that firm has been selected. If agreement on final scope of services and fee cannot be reached with the top ranked consultant, the second-ranked consultant, and the third-ranked consultant will be considered in that order.

**III. PROJECT SCHEDULE**

Complimentary with a specific scope of services and a not-to-exceed fee for each task, the engineering consultant will develop a performance schedule for its services, which will become part of the contract.

**IV. ERRORS AND OMISSIONS INSURANCE**

Proponents must provide evidence of Professional Errors & Omissions Insurance coverage in minimum limits of \$1,000,000 per occurrence. Insurance certificates shall be attached to Proposal. No additional direct or reimbursable expense is allowed under Professional Services Agreements for this standard coverage. Insurance certificates shall apply to prime consultants only and must be attached to the proposal.

## **V. STATEMENT OF QUALIFICATIONS**

The firm shall employ personnel that are knowledgeable and experienced with the development and integration of their proposed technology.

## **VI. PROPOSAL FORM AND CONTENT**

- A. TABLE OF CONTENTS
- B. PROJECT TEAM AND STATEMENT OF QUALIFICATIONS - Provide a brief description of the overall qualifications of your firm and project team.
  - 1. Official or Corporate name of company
  - 2. Types of professional services provided
  - 3. Legal form of business
    - a) Date of establishment
    - b) Former corporate names, locations, dates
    - c) Names, titles, professional affiliation/expertise of principals
    - d) Categories in which firm is legally qualified to do business in NM.
  - 4. Firm size, particularly in office where work proposed to be performed
  - 5. If Joint Venture or Teaming Agreement, please provide this information for each entity and references for similar previous projects performed as a Team or joint venture.
  - 6. Examples (not more than three) of similar projects performed by your team within the last five years. The examples should include the nature of your involvement in the project, any special environmental, political, or technical problems involved in the project, how the problems were resolved. For any projects listed include the name and phone number of the owner's representative in charge of the project.
  - 7. Resumes for key staff members of the project team, including subcontractors.
- C. DETAILED WORK PLAN – Based on RFP requirements and scope of work.
- D. PROJECT SCHEDULE
- E. HOURLY RATES AND PROFESSIONAL FEE PROPOSAL
- F. ERRORS AND OMISSIONS INSURANCE CERTIFICATE
- G. ANY ADDITIONAL PERTINENT INFORMATION

**NOTE:** The proposal is limited to 35 pages for items “A” through “E”. The smallest acceptable pitch is 12 point, with nominal 1” margins. Pages for resumes and additional pertinent information are not limited. As a practical matter, however, there is a limit as to how much material the Selection Committee members are able to read and absorb. Please clearly identify each proposal item.

**EVALUATION CRITERIA  
&  
WEIGHTED VALUES**

**EVALUATION COMMITTEE MEMBERS**

**Method of Award** - The project will be awarded based upon the following criteria:

1. Ranking of qualified proposals by the Selection Committee as per the enclosed rating system.
2. Interviews
  - Interviews at the option of the City. If no interviews, then the scores from the Evaluation Criteria Form shall be utilized to determine the top ranked firm to be selected for the project.
  - If interviews are conducted, interviews will be conducted with the top three ranked firms based on the score from the Evaluation Criteria Form.
  - If interviews are conducted, then only the scores from the Interview Evaluation Form will be utilized to select the top ranked firm. It is noted that the Proposed Fee score will carry over from Evaluation Criteria Form to the Interview Evaluation Form.
3. Consideration and approval of the governing body of the City of Santa Fe. The City Council, as governing body, will consider the Public Utilities and Finance Committees' recommendations and make the final decisions as to award of contract.

**Selection Committee** - The selection committee may consist of representatives from the following departments:

- Finance Department  
Purchasing Officer or Designee
- Public Utilities Department  
Environmental Services Division  
Director or Designee  
Project Administrator
- Solid Waste Management Authority  
Director or Designee

The City of Santa Fe reserves the right to alter the size and membership of the Selection Committee.

**Interviews** - Interviews may be scheduled by the City of Santa Fe. If scheduled, they will consist of a 30 minute presentation by the Proponents followed by a question and answer session. At the Interview, firms are expected to introduce and involve the engineering professionals who will be assigned to the project and make them available for questions by the Selection Committee.

## EVALUATION CRITERIA FORM

RFP: '16/17 /P

PROJECT: **ALTERNATIVE WASTE DISPOSAL METHODS**

NAME OF FIRM: \_\_\_\_\_

The consultant selection, or short listing for interviews, will be based upon evaluation of the proposal and the Firm's qualifications, relative to the evaluation criteria.

| Proposal Component  | Weighted Value | (1=low, 10=high) | Total Score | Max Score   |
|---|----------------|------------------|-------------|-------------|
| <b>Design Approach/ Methodology:</b> Grasp of project requirements  | 25             |                  |             | 250         |
| <b>Firm/Project Team:</b> Relevant experience of firm, project and specific qualifications, experience of project team as demonstrated by previous projects.  | 10             |                  |             | 100         |
| <b>Past Performance:</b> The quality and timeliness of previous work for the City or other entity; the demonstrated ability to mobilize quickly, control costs, provide competent designs and accurate plans; the ability to meet schedules. List of at least 3 references. | 15             |                  |             | 150         |
| <b>Knowledge of Local Conditions:</b> Industry std. construction practice; labor & trades, bonding, seasonal construction limitations, project site, environmental, regulatory and procurement requirements.  | 15             |                  |             | 150         |
| <b>Work Plan &amp; Project Schedule:</b> Discussion of work elements and time frames  | 10             |                  |             | 100         |
| <b>Proposed Fees:</b> <i>Is fee reasonable for scope and schedule?</i>  | 25             |                  |             | 250         |
| <b>Total Score</b>  | <b>100</b>     |                  |             | <b>1000</b> |

Multiply the Total Score by factor of 1.10 if company has an approved Local Preference Certification form included with proposal:

**Local Preference Score, if applicable: Total Score x 1.10 =** \_\_\_\_\_

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE

EVALUATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INTERVIEW EVALUATION FORM**  
**RFP '16/17/P**  
**ALTERNATIVE WASTE DISPOSAL METHODS**

CONSULTANT FIRM: \_\_\_\_\_

| Criteria   | Weighted Value | (1=low, 10=high)  | Total Score | Max Score   |
|--|----------------|---|-------------|-------------|
| <b>1. Grasp of project requirements and Presentation of Management Approach /Methodology:</b> evaluation of firm's discussion and analysis of project and local issues; evaluation of discussion of its project & construction control systems; evaluation of work plan discussion and relationship to fee.  | <b>30</b>      |   |             | <b>300</b>  |
| <b>2. Overall technical skills presentation skills:</b> evaluation of discussion of firm's capability to organize and present concepts and technical information with clarity, and credibility, supported by visual, aids. Cost & time control? Claim management & prevention? Dispute & Change Order negotiations?                                | <b>20</b>      |   |             | <b>200</b>  |
| <b>3. Project Management:</b> evaluation of firm's & specific project team members' style & efficacy; evaluation of firm's intent to interact with and mentor City professional staff; evaluation of project team's relevant experience & creativity; does this discussion tend to support firm's stated qualifications, experience and expertise? | <b>20</b>      |   |             | <b>200</b>  |
| <b>4. Proposed Fees:</b><br>Is fee reasonable for scope and schedule?  | <b>30</b>      | Carry over Score from Evaluation Criteria Form<br>_____ | _____       | <b>300</b>  |
| <b>Total Score</b>   | <b>100</b>     |   |             | <b>1000</b> |

Multiply the Total Score by factor of 1.10 if company has an approved Local Preference Certification form included with proposal:

**Local Preference Score, if applicable: Total Score x 1.10 = \_\_\_\_\_**

Please do not minimize the importance of an adequate response in any area.

SELECTION COMMITTEE

EVALUATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

1. **All information must be provided.** A 10% local preference may be available for this procurement. To qualify for this preference, an offeror **must** complete and submit **the local preference certification form with its offer**. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. **The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.**
2. **Local Preference precedence over State Preference:** The Local Preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.
3. **Principal Office and location must be stated:** To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. **DO NOT** use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.
4. **Subcontractors do not qualify:** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.
5. **Definition:** The following definition applies to this preference.

A local business is an entity with its Principal office and place of business located in Santa Fe County.

A Principal office is defined as: The main or home office of the business as identified in tax returns, business licenses and other official business documents. A Principal office is the primary location where the business conducts its daily operations, for the general public, if applicable. A temporary location or movable property, or one that is established to oversee a City of Santa Fe project does not qualify as a Principal office.

**Additional Documentation:** If requested a business will be required to provide, within 3 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law must be able to show that it is a business entity in good standing if so requested.

## LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Office: \_\_\_\_\_  
Street Address City State Zip Code

City of Santa Fe Business License # \_\_\_\_\_ (Attach Copy to this Form)

Date Principal Office was established: \_\_\_\_\_ (Established date must be six months before date of Publication of this RFP or RFB).

### CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City of Santa Fe, will provide within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn before me by \_\_\_\_\_ this \_\_\_\_\_, day of \_\_\_\_\_

My commission expires \_\_\_\_\_  
Notary Public

SEAL

YOU MUST RETURN THIS FORM WITH YOUR OFFER

### RESIDENT VETERANS PREFERENCE CERTIFICATION

\_\_\_\_\_(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

**Please check one box only:**

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

## ENGINEERING COST SUMMARY

### PART 1 - GENERAL

|                           |   |
|---------------------------|---|
| 1. NAME OF PROJECT:       | 2. CIP#:  |
| 3. NAME OF CONTRACTOR:    | 4. DATE OF PROPOSAL:  |
| 5. ADDRESS OF CONTRACTOR: | 6. TYPE OF SERVICE TO BE FURNISHED:<br>Professional Engineering Services<br>A. WORK ELEMENT:<br>Phase |

### PART 2 - COST SUMMARY

#### BASIC SERVICES

| 7. DIRECT LABOR (specify categories)           | ESTIMATED HOURS | HOURLY RATE | ESTIMATED COST | TOTALS |
|--|-----------------|-------------|----------------|--------|
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
|  |                 |             |                |        |
| DIRECT LABOR TOTAL:                            |                 |             |                |        |
| 8. OVERHEAD (specify cost pool)                | RATE            | X BASE      | ESTIMATED COST |        |
|  | 1.00            | 0           |                |        |
|  |                 |             |                |        |
| OVERHEAD TOTAL:                                |                 |             |                |        |
| 9. FEE OR PROFIT (show rate and base) @10% x 0 |                 |             |                |        |

### SUPPLEMENTAL SERVICES

|                                       |                   |   |                |  |
|---------------------------------------|-------------------|---|----------------|--|
| 10. SUBCONTRACTS (identity & purpose) | ESTIMATED COST    |   |                |  |
|                                       |                   |   |                |  |
|                                       |                   |   |                |  |
|                                       |                   |   |                |  |
|                                       |                   |   |                |  |
| SUBCONTRACTOR TOTAL:                  |                   |   |                |  |
| 11. SPECIAL EQUIPMENT                 | RATE              | ESTIMATED HOURS                             | ESTIMATED COST |  |
|                                       |                   |   |                |  |
|                                       |                   |   |                |  |
| EQUIPMENT TOTAL:                      |                   |   |                |  |
| 12. DIRECT COSTS                      | ESTIMATED COST    |   |                |  |
| A. Printing:                          |                   |   |                |  |
| B. Travel & Per Diem:                 |                   |   |                |  |
| TRAVEL TOTAL:                         |                   |   |                |  |
| 13. OTHER REIMBURSEABLE COSTS         | ESTIMATED COST    |   |                |  |
|                                       |                   |   |                |  |
|                                       | \$0.00            |   |                |  |
| OTHER REIMBURSABLE TOTAL:             |                   |   |                |  |
| SUBTOTAL ITEMS 7 - 13:                |                   |   |                |  |
| GROSS RECEIPTS                        |                   |   |                |  |
| TOTAL PRICE                           |                   |   |                |  |
| SIGNATURE OF PREPARER                 | OWNER'S REVIEW BY | PUBLIC UTILITIES - WATER DIVISION           |                |  |
|                                       |                   | ENGINEERING COST SUMMARY PAGE ____ OF ____. |                |  |

# Living Wage Ordinance

*Ordinance Number §28-1 28-1.12 SFCC 1987*

***Purpose:***

The City of Santa Fe Living Wage Ordinance was adopted to establish minimum hourly wages.

***Who it affects:***

- All profit and nonprofit businesses required to have a business license or business registration with the City of Santa Fe.

***Compliance:***

- Affected businesses are required to pay employees an hourly wage of \$10.84 effective March 1, 2015.
- Beginning January 1, 2009, and each year thereafter, the minimum wage shall be adjusted upward by an amount corresponding to the previous year's increase, if any, in the Consumer Price Index for the Western Region for Urban Wage Earners and Clerical Workers.
- For workers who customarily receive more than \$100 per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited toward satisfaction of the minimum wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.
- The value of health care benefits and child care shall be considered as an element of wages.
- Nonprofit organizations whose primary source of funds is from Medicaid waivers are *exempt*.

***Prohibitions against retaliation and circumvention:***

- It shall be unlawful for any business, employer or employer's agent or representative to take any action against an individual in retaliation for exercising or communicating rights under this ordinance. This includes retaliation against individuals who mistakenly but in good faith allege noncompliance with the ordinance.
- Taking adverse action against an individual within 60 days of the individual's assertion of or communication of information regarding rights raises a reputable presumption of retaliation for assertion of rights.
- It shall be unlawful for any business or employer to intentionally circumvent the requirements of this ordinance by contracting portions of its operations or leasing portions of its property.

***Enforcement and Remedies:***

- Administrative Enforcement—The city manager, or his/her designee, is authorized, as appropriate and as resources permit, to enforce this ordinance.
- Criminal Penalty—A person violating this ordinance shall be guilty of a misdemeanor and, upon conviction, for each offense may be subject to fines and imprisonment as set forth in Section 1-3 SFCC 1987. A person violating any of the requirements of this ordinance shall be guilty of a separate offense for each day or portion thereof and for each worker or person to whom any such violation occurred.
- Other Remedies—The city, any individual aggrieved by a violation of this ordinance, or any entity the members of which have been aggrieved by a violation of this ordinance, may bring a civil action in a court of competent jurisdiction to restrain, correct, abate or remedy any violation of this ordinance and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, reinstatement, the payment of any wages due and an additional amount as liquidated damages equal to twice the amount of any wages due, injunctive relief, and reasonable attorney's fees and costs.

***Nonexclusive Remedies and Penalties—The remedies provided in this section are not exclusive, and nothing in this ordinance shall preclude any person from seeking any other remedies, penalties, or relief provided by law.***

***Posting and Publication:***

- Any business subject to the provisions of this ordinance shall as a condition to obtaining and holding a City of Santa Fe business license or registration, post and display in a prominent location next to its business license or registration on the business premises a notice, in English and Spanish, that the business is in compliance with the provisions of this ordinance and post the text of this notice. Failure to comply with this section shall be construed a violation of this ordinance and, in addition, shall be considered grounds for suspensions, revocation, or termination of the business license or registration.

***For more information, please contact: Constituent Services at 955-6949 Email: [constituentservices@santafenm.gov](mailto:constituentservices@santafenm.gov)***